Job Title: Administrative Assistant

Department: Various

Immediate

Supervisor: Various

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	805
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Provides a high level of secretarial and administrative support. Manages projects, planning processes and provides information and assistance as requested. Answers telephones, processes mail, provides customer assistance, and researches information. Manages records and various department accounting functions. Although this position may share many of the same types of duties as a Staff Assistant, the Administrative Assistant level is distinguished by the performance of administrative support work that has greater variety, complexity, sensitivity, exposure, and autonomy.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Plans, coordinates, and schedules meetings, and business travel arrangements. Performs a variety of administrative duties, such as planning and scheduling meetings, coordinating business travel, managing the calendars of assigned staff, taking and recording minutes at meetings, preparing meeting agendas, responding to requests for information, processing incoming and outgoing mail, drafting of letters and memoranda, maintaining a follow-up system, gathering information and data for department staff such as, coordinating departmental field trips and business travel, preparing monthly status reports, processing invoices, ordering supplies, reconciling monthly credit card statements, managing, updating, and tracking business contracts, budget preparation, and managing the Departments website.
2	S	Serves on City teams as assigned by attending meetings, performing assigned tasks, and working in cooperation with other City employees for a common goal.
3	S	Assists department with records management (may serve as Records Control Officer), report preparation, special projects and activities, COACs, presentations, operational and strategic plans, and customer requests for information. Assists management staff with follow up on work assignments within the department.
4	S	Assists with the preparation of personnel actions including new hires, promotions, terminations, transfers, and coordinates the recruitment process with Human Resources. Enters bi-weekly timesheets into HTE for payroll processing.
5	S	Performs general financial and accounting procedures for the entire Department by reconciling Department staff monthly procurement card purchases, coordinating and centralizing the purchase of Department supplies, initiating purchase requests within the purchasing system, and receipting goods and services within the puchasing system.

Physi Stren	gth
Cod	te ESSENTIAL FUNCTIONS
6 S	Develops, edits, or compiles various department reports such as the weekly activity report, monthly City Manager's report, monthly project status report, annual strategic plan, etc.; analyzes statistical data and generates standard reports.
7 S	Provides support to others within the department as necessary.

JOB REQUIREMENTS:

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Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum two years experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read and comprehend budget instructions, reports, strategic planning documents, correspondence, software manuals, management books, trade journals and policies.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write memoranda, correspondence, reports and produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal/Human Relations Skills	Moderate - Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

					1
Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☑ Communicating with co-workers	Pushing/ Pulling	□ N □ R ☑ O □ F □ C	☒ File drawers☒ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N ⊠ R □ O □ F □ C	⊠ Stairs □ Ladders ⊠ Step stools □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☐ To other departments/offices☐ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☐ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	☑ Supplies☑ Equipment☑ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work☑ Meetings☑ Driving	Bending	□ N □ R ☑ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☑ For supplies☑ For files	Crouching	□ N ⊠R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via telephone/radio, to co-workers/public ∐ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⊠ O □ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	d)							
Machines, Tools, Equipment	t and Work	Aids:						
Various office equipment, including but			machine, vario	us copy mach	ines, sc	anners, vehicl	es, shr	edder,
calculator, laminator, stapler, hole puncl		•	·	**		·		
	<u> </u>							
L								
Computer Equipment and S	oftware:							
Various computer equipment and softwa	are, including b	ut not limited to	o: Personal Co	mputer, printe	rs, labe	lmakers; vario	ous Mi	crosoft
Office Products, H.T.E., departmental se	oftware, reporting	ng software, we	eb publishing s	oftware, Lotu	s Notes	, Internet.		
Environmental Factors:								
Environmental Condition	ne	Never	Seasonally	Several T	imec	Several Ti	mes	Daily
Environmental Condition	7113	INCVCI	Scasonarry	Per Mon		Per Wee		Dairy
Extreme temperature								
(heat, cold, extreme temp. changes fr	om outside	X						
work) Wetness and/or humidity								
(bodily discomfort from moisture)		X						
Respiratory hazards		×						П
(fumes, gases, chemicals, dust and di	rt)		Ш					Ш
Noise and vibration (sufficient to cause hearing loss)		×						
Physical hazards								
(high voltage, dangerous machinery, aggressive		×						
prisoners, patients – <u>not customers</u>)								
Health and Safety Condition	ıs:							
Health and Safety Conditions	N = Never	R = Rarel	y O = O	ccasionally	$\mathbf{F} = \mathbf{I}$	Frequently	C =	Constantly
	Never	Less than		r more of	Fron	n 1/3 to 2/3	2/3	or more of
	occurs	hour per we	ek th	e time	of	the time	1	the time
Mechanical hazards	X			<u> </u>				
Chemical hazards Electrical hazards	X							
Fire hazards	X							
Explosives	X							
Communicable diseases	X							
Physical danger or abuse	X							
Other (specify)								
Primary Work Location: Office Environment Warehouse Shop Vehicle Recreation Centers/Neighborhood Outdoors Other (Specify) Protective Equipment Requi								
N/A								
		<u> </u>	<u> </u>			<u> </u>		

Job Demands

Overall Strength Demands:

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☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations			\boxtimes	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime			\boxtimes	
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.